

SINGLE FAMILY REGIONAL LOAN FUND CHECKLIST

Regional Administrator Number _____

Date Submitted: _____

Project Set-up

_____ Project Set-Up Form (Amount of requested HOME support must correspond with amounts indicated on the HUD-1 Settlement Statement and Project Completion Report)

_____ Financial Information Sheet (FIS)

_____ Proof of Income Eligibility (Verification of Employment or Current Pay stubs)

_____ Hard copy of Sales Contract

Disbursement Request

_____ Hard copy of Commitment Letter from Lender

_____ Disbursement Request

_____ Copy of the Final Good Faith Estimate submitted from the lender

_____ Revised Financial Information Sheet (**FIS**) (**when loan amount or HOME support amount changes from the original amount submitted during Project Set-up**)

Project Completion

_____ Project Completion Report

_____ Copy of the Recorded Second Deed of Trust

Or

Copy of the Restrictive Covenant Agreement

_____ Hard copy of Entire Appraisal

_____ Hard copy of the HUD-1 Settlement Statement



Department of Housing and
Community Development